

## CHAPTER 2

# YOUR ORDERS TO DUTY

Sometime before graduation you should receive orders to your first tour of duty. Orders come from the Chief of Naval Personnel (CHNAVPERS). You will receive an original set of your orders and many copies. (Save these copies; you will need them when executing your orders.) Study your orders carefully to be sure of their exact meaning. In addition to the orders, you should receive some other explanatory material from your local personnel office, such as travel instructions and immunization requirements.

### DETACHMENT

Your orders will be endorsed, showing the date of their delivery to you and the date and time of your detachment. When “detached,” you are on your own until the date you must report to your next station. Therefore, before you detach, make sure you know WHERE you are going, WHEN you must report, and HOW you plan to get there. Also be sure you have in your possession your service record, health record, orders, and personal finance record.

Before you leave your old command, make sure you fill out a Notice of Change of Address card (OPNAV 5110/5) to keep both your old and new station advised of your address.

**Guard your orders and records.** Do *not* put them in your luggage; carry them with you. You will need the original of your orders to obtain transportation, travel advances, and all travel claims. When you report to your new ship or station, your orders will be endorsed and placed in your service record. When you detach, ensure these endorsed orders are put in your personal file. You may need to refer to a set of orders years later.

If for some reason (accident, sickness, emergency) you become stranded during your travel, you must inform your new commanding officer. The nearest armed forces activity, including recruiting

offices and Reserve units, can help you by endorsing your orders or communicating with your new command or both. Refer to a telephone directory listing under “U.S. Government” for the number of the nearest military activity in your area.

### MILITARY PERSONNEL IDENTIFICATION NUMBER AND DESIGNATOR

The Navy uses Social Security numbers (SSNs) and designators to identify officer personnel. The SSN has nine digits. The designator has four digits. These identifying numbers will appear in the remarks section of your orders. For example: 123-45-6789/1100.

Once assigned, your Social Security number will not change. Your designator may change as your qualifications change. The first three digits of your designator identify the general category within which you perform, and the fourth digit indicates your official status. For example, a designator of 1100 identifies a line officer of the Regular Navy whose permanent grade is ensign or above, while a designator of 1105 identifies a line officer of the Naval Reserve. The *Register of Commissioned and Warrant Officers of the Navy*, NAVPERS 15018, contains a complete breakdown of all designators.

### A TYPICAL SET OF ORDERS

The following example orders, issued by the Chief of Naval Personnel (CHNAVPERS), are shown in the typical capitalized format. (Appendix II lists various terms, phrases, and abbreviations used in transfer orders.)







## NAVY SPONSOR PROGRAM

Upon receiving your orders, contact your personnel office to ensure it has the necessary details about your move and personal status while you are en route to your new duty station.

Under the Navy Sponsor Program, your personnel office should forward information on your mode of travel, expected date of arrival, family status, and other details to the personnel office at your new command. Your new command will communicate with you. If you desire, your new command will assign you a sponsor. The sponsor will do everything possible to make your transfer easier.

## EXECUTING YOUR ORDERS

When executing your orders, you may encounter circumstances that require your interpretation. Because of the space required to cover all exceptions, we will cover only the basic details of proceed, travel, and leave time. If you do not understand any aspects of your orders, check with your personnel office for immediate clarification; otherwise, you may unknowingly lead yourself astray.

### PROCEED TIME

“Proceed time” is a period of time not chargeable as leave, delay, or allowed travel time. Proceed time is granted for the purpose of helping you make the required personal arrangements inherent in certain permanent change of station (PCS) orders. The amount of proceed time permitted depends upon the urgency of the transfer, but will not exceed 4 days. The word *proceed* is synonymous with the phrase *commence travel status* and should not be construed as entitlement to proceed time.

Proceed time is authorized only when members are executing PCS orders to or from the specific types of commands outlined in article 1810300 of the *MILPERSMAN*. Refer to table 2-1 for additional information about proceed time.

### TRAVEL TIME

If your orders require travel, they will specify the number of days authorized for travel. Travel time is allowed in addition to proceed or delay time. Travel time is computed in whole days on the basis of travel over a usually traveled route by a facility offering through service. Travel time for travel within the 48 contiguous United States and the District of Columbia

is computed based on the figures presented in table 2-1. Finding the correct distances may present a problem. We suggest you check the official mileage tables at your personnel office or transportation office. You cannot accumulate either proceed time or travel time for later use.

## LEAVE

Any delay authorized in permanent change of station orders in excess of allowed proceed time and/or travel time is chargeable as leave. Leave, proceed time, and travel time are charged in that order following your day of detachment. If you report to your new duty station before your required reporting date, you will only be charged leave for the number of days between your detachment date and your reporting date—less any authorized proceed and/or travel time. This unused leave is credited to your leave account. You earn leave at a rate of 2 1/2 days per calendar month. You may use your leave at any time, pending your commanding officer’s approval.

Assume you must report to your new command not later than 18 August. Your orders authorize 4 days’ proceed time, 3 days’ travel, and 10 days’ leave. You detach from your old command on 1 August. The following examples show how proceed time, travel time, and leave are charged:

1. You report on 18 August.
  - 17 days between detachment date and report date
  - 10 days charged to leave
  - 4 days charged to proceed time
  - 3 days charged to travel time
2. You report on 15 August.
  - 14 days between detachment date and report date
  - 7 days charged to leave
  - 4 days charged to proceed time
  - 3 days charged to travel time
3. You report on 7 August.
  - days between detachment date and report date
  - 0 days charged to leave
  - 3 days charged to proceed time
  - 3 days charged to travel time

**Table 2-1.—Travel, Proceed, and Leave Time**

OFFICERS	TRAVEL TIME	PROCEED TIME	LEAVE
All	Time computed on distances is determined from official mileage tables; otherwise, time computation is based on shortest travel route shown in commercial carrier or automobiles guides. Time is counted in whole days, 24 hours; that is, the whole 24 hours or nothing.	A period of time (not chargeable as leave, delay, or allowed travel time) granted for the purpose of making necessary personal arrangements inherent in certain permanent change of station orders.	See <i>MILPERSMAN</i> , article 3020020 for complete explanation of the various types of leave: annual, earned convalescent, advance, excess, and so forth.
Naval Academy Graduates*	Same as for officer indoctrination school (OIS) below. Orders to USNA graduates usually specify a definite date to report, thus eliminating travel time. Travel time allowable to first duty station is computed on the basis of the official distance and the mode of travel authorized.	Not entitled to proceed time.	Graduates of USNA and ROTC may be given up to 30 days graduation leave, which must be taken after graduation in connection with first orders as an officer and must be completed within 3 months of date of graduation. Such leave cannot be saved and used later. Present Navy practice is to allow some delay to count as graduation leave. That varies according to individual circumstances.
Officer indoctrination school, aviation officer candidate (AOC) school, and officer candidate school (OCS) (Including integrated students)	<p>Air (government or commercial): One day for anywhere in continental United States. Time can be extended if delay is necessary because of mode of travel; personal convenience does not count. If travel is part by air and part by other means, time is computed by a combination of methods. Travel time is computed on the following standards:</p> <p>Commercial air— 1 day for travel anywhere in 48 states. Divide official distance by 500. Dividend equals hours travel time (18 hours = 1 day). If any remainder, add 1 more day travel.</p>	OIS and AOC are not entitled to proceed time to first permanent duty station.	<p>Any leave earned in enlisted status will be carried over to commissioned status. Hence, any leave granted for delay en route will be charged as annual leave.</p> <p>An officer reporting earlier than required will save the leave for a later date. Present practice is to authorize 10 days delay charged as annual leave.</p>

\*Because of graduation leave, travel time of Annapolis graduates does not affect pay or leave accumulation; however, it does affect the effective dates of orders, which can be of interest to those about to be married.



Table 2-1.—Travel, Proceed, and Leave Time—Continued

OFFICERS	TRAVEL TIME	PROCEED TIME	LEAVE
Officer indoctrination school, aviation officer candidate (AOC) school, and officer candidate school (OCS) (Including integrated students)	<p>Surface common carrier (bus, rail, etc.)— Divide official distance by 40. Dividend equals hours in travel time (18 hours = 1 day). If any remainder, add 1 more day travel.</p> <p>(<b>Note:</b> If commercial air and surface common carrier are used, add hours before dividing by 18 hours.)</p> <p>Privately owned conveyance (POC)— 1 day/350 miles and 1 day/each fraction of 350 miles (more than 175 miles).</p>	OIS and AOC are not entitled to proceed time to first permanent duty station.	<p>Any leave earned in enlisted status will be carried over to commissioned status. Hence, any leave granted for delay en route will be charged as annual leave.</p> <p>An officer reporting earlier than required will save the leave for a later date. Present practice is to authorize 10 days delay charged as annual leave.</p>
NROTC Regulars and Reserves	<p>Air (government or commercial); 1 day anywhere in continental United States. POC: 1 day/350 miles and 1 day/fraction of 350 miles (more than 175 miles). Commercial surface same as for OIS. NROTC graduates appointed to USNR and not immediately ordered to duty; that is, after acceptance of appointment, return home and remain there for several days/weeks before commencing travel to first duty station; travel time via POC is computed at the rate of 350 miles/day with an additional day allowed for each fraction of 350 miles (more than 175 miles).</p>	Not entitled to proceed time	Any delay is charged to advanced leave and deducted from leave earned during the coming year. For USNR officers, leave, pay, and allowances will be computed based on the officer's reporting date, specified in orders, adjusted for required travel time. Early reporting does not provide advantage for pay or leave purposes.

**Table 2-1.—Travel, Proceed, and Leave Time—Continued**

OFFICERS	TRAVEL TIME	PROCEED TIME	LEAVE
USN Officers appointed from civil life	Air (government or commercial): 1 day anywhere in continental United States. POC: 1 day/350 miles and 1 day/each fraction of 350 miles (more than 175 miles). Commercial surface time same as for OIS.	Not entitled to proceed time	Any delay is charged to advance leave and is deducted from leave earned during the coming year.
Staff Corps Officers graduating from OIS	Same as for OIS	Not entitled to proceed time to first permanent duty station	Normally, no standard number of days leave allowed; however, 5 days' leave is generally indicated in the majority of cases, dependent both on amount of leave accrued and the degree of need for the officer at the new duty station.

In summary, if you report to your next command within the maximum time allowed, you will save the corresponding number of days of leave. Leave may be accumulated and carried forward to the next fiscal year up to a maximum of 60 days. In special circumstances 90 days' special leave accrual may be authorized for deployable units if deployed more than 120 consecutive days.

#### **NROTC RESERVE AND RESERVE OFFICERS REPORTING FROM CIVILIAN LIFE**

If you are an NROTC graduate who did not immediately report to active duty upon graduation or a Reserve officer appointed from civil life to your first duty, your orders will tell you to report to a certain command on a certain date. Since you are in a nonpay status when you receive your orders, you will not be authorized leave or proceed time. If you arrive a few days late, you simply are not paid for those days. (You may be disciplined if the delay is not excused.) When you report, you are placed in a pay status and are entitled to receive pay for travel from your home of record to your duty station.

#### **FIGURING THE EFFECTIVE DATE OF YOUR ORDERS**

The effective date of your orders is important if your dependents are moving with you to your first duty station. The dependency must exist on or before the effective date of your orders; otherwise, the government will not pay dependent transportation expenses. (The next section deals with the details of reimbursement.)

The effective date of your orders is the date you must begin travel by the mode of transportation authorized and/or used to report to your new duty station by the time stated on the orders from your last permanent station or your last temporary duty station (if any) named in your orders.

Assume you receive orders that require travel within the continental United States. You must report to your new duty station not later than 2 February. You are authorized 16 days' leave and the applicable amount of travel time. The official highway distance to your duty station is 530 miles. Therefore, you are authorized 2 days' travel time by privately owned conveyance (POC) or 1 day's travel by commercial



air. The following examples show how to determine the effective date of your orders:

1. Travel by POC.

2 Feb Date you report

31 Jan Less 2 days' travel time

1 Feb Add 1 day (You add 1 day because you count the day you report.)

The effective date of your orders is 1 February.

2. Travel by commercial air.

1 Feb Date you report

31 Jan Less 1 day's travel time

1 Feb Add 1 day

The effective date of your orders is 1 February.

3. Travel by POC.

29 Jan Date you report

27 Jan Less 2 days' travel time

28 Jan Add 1 day

The effective date of your orders is 28 January.

The number of days' leave authorized has no effect on the effective date of orders. You must report on or before, but not later than (NLT), the effective reporting date specified in your orders. However, if you report early, the effective reporting date will be changed to the date you report.

## TRAVEL EXPENSES

This section will introduce you to some of the travel rules most applicable to new Naval Academy, NROTC, OIS, AOCS, and OCS graduates. What is said here does not apply to everyone in the Navy and, in many cases, was modified to fit your special case.

We also assume that you will receive the normal or standard orders; that is, orders to duty aboard a ship at sea, which means a permanent change of station. If you are an exception who receives orders to temporary duty or temporary additional duty, contact your disbursing office or transportation officer for the correct up-to-date interpretation of the *Joint Federal Travel Regulations (JFTR)*, volume I. Do not listen to any "would be" expert.

## PAY FOR YOUR TRAVEL

On a permanent change of station involving travel within the continental United States, the Navy will reimburse you in one of the following two ways:

- If you furnish or choose your own method of transportation by POC, you will receive a mileage allowance for the number of travel days authorized or used, whichever is less, to cover your entire travel expense. The mileage and per diem allowances vary by your number of dependents and travel arrangements.

- If the Navy furnishes your transportation, you will receive a per diem allowance for the day of departure and/or the day of arrival at your permanent station if you are in a travel status and government quarters are not available. Under the per diem system, certain miscellaneous expenses, such as taxi fares and baggage handling tips, are reimbursable. You must have receipts for lodging. Receipts for transportation procured for fares over \$25 are also required.

If you receive orders to a naval station, facility, or a ship overseas, your port of call assignments, reservations, and flights will normally be arranged by the school from which you receive your commission. You may furnish or choose your own method of transportation to the port of embarkation. The Military Airlift Command (MAC) will provide air transportation from your embarkation point.

When you receive your orders, study them carefully to plot your various stops along the way. Then discuss your proposed trip with your disbursing officer or transportation officer. Usually a trip can be made more than one way, and sometimes a different route may mean a difference in cost to you. You may want to obtain a transportation request (TR) and per diem; or you may find the mileage allowance, advanced or reimbursed, more suitable.

## DIRECT ROUTES NOT REQUIRED

Do not infer from this discussion that you must follow a set route when traveling from one place to another. You may take a circuitous route, stop over, or double back. Unless directed to travel by a specific mode or transportation, you can drive, fly, or ride a train or bus. But the Navy will limit reimbursement to

the costs by the most direct, usually traveled route from your old station to your new station.

For their own transportation, Academy graduates have a special entitlement for the distance actually traveled under such orders. This distance is not to exceed the official distance from their homes or from Annapolis, as may be designated in their orders, to their first duty station (temporary or permanent).

If you contemplate leaving the continental United States (CONUS), consult BUPERSINST 1050.11 entry requirements and specific travel information on foreign countries. This instruction also lists countries that require specific entry approval of the Chief of Naval Personnel. Officers planning to travel with dependents should be aware that the requirements for civilians are not necessarily the same as those prescribed for military personnel.

## **PAY FOR TRAVEL OF DEPENDENTS**

If you have dependents, be sure to see the disbursing officer or transportation officer before making travel plans.

When moving dependents, Academy graduates have certain entitlements in addition to those given to other newly commissioned officers. These entitlements are briefly explained in the following paragraphs and in table 2-2.

- You are entitled to advance travel pay for your dependents and yourself. To get this advance, you must provide your disbursing office a copy of page 2 (Record of Emergency Data) of your service record. If the Navy furnishes transportation, your dependents will normally be given either government transportation or a transportation request. You can get a dislocation allowance (DLA) on your first move **ONLY** if you have prior enlisted service. The purpose of a dislocation allowance is to partially reimburse a member, with or without dependents, for expenses incurred in the relocation of a household. This allowance is provided upon a permanent change of station or incident to an evacuation. DLA is paid in addition to all other authorized allowances.

- Travel performed in advance of receipt of orders or official notification that orders are forthcoming will *not* be paid for. Suppose you hear that you are going to be sent to Norfolk. Your family rushes on ahead of you to find a good place to live. Sometime later you actually receive the orders

sending you to Norfolk. Your way will be paid, but no reimbursement will be made for the travel your family has already performed. Had you too gone ahead without waiting for orders, your travel would not be paid either.

- Only the official distance traveled between any two authorized points will count for transportation in kind or for reimbursement.

- If you are a graduate of officer training programs other than the Academy, your dependents are authorized to travel from your old station (or in certain cases from your home) to your new station.

- If you are an Academy graduate, when commissioned and ordered to active duty, you are entitled to transportation of your dependents at government expense. The government will pay for travel performed by your dependents incident to such orders. However, travel is not to exceed entitlement from the farther point, home of record, or service academy to your permanent station. Travel is not to exceed this entitlement irrespective of the point designated in your orders (service academy or home of record) from which your travel is directed to be performed. When dependents are acquired subsequent to the date of your departure (detachment) from a service academy incident to active-duty orders but on or before the effective date of your orders, you will be entitled to transportation of your dependents at government expense. The government will pay for travel performed by your dependents to your new duty station from one of the following locations:

1. Your home of record.

2. The service academy.

3. The place where your dependents are acquired, not to exceed entitlement from the farther point, home of record, or service academy to your new permanent station. However, in the event your dependents' travel from the place acquired to the home of record or service academy before the effective date of active-duty orders, the place named in subparagraphs 1 or 2 above, as appropriate, will apply. Such entitlement is without regard to whether temporary duty is directed or performed en route.

- Monetary allowances in lieu of transportation in kind may be substituted for dependent travel. This allowance is paid either as an advance or upon submission of a claim after completion of the actual travel, provided (1) dependent travel began after your

**Table 2-1.—Travel, Proceed, and Leave Time—Continued**

	Naval Academy	OIS AOCS OCS	NROTC graduates (Reserves and Regulars) and officers appointed from civil life
Personal Expenses: a predetermined rate per mile or transportation request(s) plus a daily per diem rate	May receive reimbursement either from Annapolis or from home to duty station. That is, an academy graduate who lives in San Francisco and who is ordered to New York can go (at own expense) to San Francisco and then at end of leave go to New York at government expense. This privilege is given only to Annapolis graduates on the occasion of their first orders to duty as ensigns, and then only if so specified in orders.	Entitled to travel expenses from place stated in orders to first permanent duty station; that is, an OIS graduate ordered from Newport to New York will be entitled to claim only expenses from Newport to New York—any other travel will be at own expense.	NROTC graduates appointed USN officers are entitled to travel expenses from place stated in orders (usually NROTC unit where appointed) to first permanent duty station.  NROTC graduates appointed USNR officers and officers appointed from civil life are entitled to travel expenses from place stated in orders (usually home) to first permanent duty station.
TRs, government vehicle, and so forth, may be substituted for above without regard to the number of dependents	Entitled to travel expenses for travel actually performed not exceeding the distance from Annapolis or home (irrespective of point designated in orders) to first duty station, and dependency must exist on or before effective date of orders.	Entitled to travel expenses for travel actually performed not exceeding the distance from home address in orders to place of first permanent duty. Dependency must exist on or before effective date of orders.	Entitled to travel expenses for travel actually performed not exceeding distance from place addressed in orders to place of first permanent duty. Dependency must exist on or before effective date of orders.
	NOTE: LACK OF SPACE PREVENTS MORE THAN A LIMITED TREATMENT HERE. CONSULT JFTR AND YOUR DISBURSING OFFICER IN ALL CASES.	If marriage takes place after detachment but before the effective date of orders, entitlement will be from the place where the dependent is acquired (place of marriage) to the new duty station, not to exceed the distance from the old to the new duty station.	
<-1>Household Goods<-3>: Entitled to shipment of 10,000 lb household goods. Does not include automobiles, baggage carried free on tickets, liquors, or articles for sale.	May elect to ship from Annapolis to home or from annapolis and/or home to first permanent duty station. That is a privilege permitted only to Academy graduates and only upon the occasion of their first orders to a permanent station as ensigns.	From last permanent duty station or from home to new duty station.	From last permanent duty station or from home to new duty station.

receipt of orders, and (2) you have reported to your new duty station and your orders are endorsed accordingly. If your orders are modified or canceled after the commencement of travel by your dependents, consult your disbursing officer. When dependents travel on TRs or by government vehicle, certain miscellaneous expenses are reimbursable, such as taxi fares and tips for baggage handling at terminals. Mileage rates for dependents vary.

- The dependency must exist on the effective date of the orders directing permanent change of station. That is an important point to remember for those ensigns who plan to be married while on leave after graduation.

- An officer ordered to unusually arduous sea duty is entitled to transportation of dependents from the last permanent duty station to any designated place in CONUS or a location outside CONUS. (See SECNAVINST 4650.19 for a listing and an explanation of unusually arduous sea duty.) Transportation of dependents in such cases is authorized by CHNAVPERS (PERS-332) acting for the Secretary of the Navy.

### **MISCELLANEOUS TRAVEL INFORMATION**

Listed below are some miscellaneous travel tips that might be helpful to you:

- Commercial airlines sometimes offer reduced-fare travel to military personnel. Although each airline may have its own rules, the following rules usually apply:

1. You may travel in civilian clothes.
2. You must show your identification card.
3. The airline may ask you to sign a statement saying your travel is at personal expense.

- You should use reduced-fare travel only for nonreimbursable travel. For example, use reduced-fare travel for leave but not for permanent change of station or temporary additional duty.

- The term *privately owned conveyance (POC)* describes any means of transportation, such as automobile, boat, or plane, that is not a government vehicle or common carrier.

- You get the same number of travel days for travel by either bus or train (commercial surface).

- You do not get travel time between points in the same corporate limits. However, you get at least 1 day of travel for permanent change of station between stations in different towns. For example, you get 1 day for travel between Baltimore and Washington, D.C., by train, air, bus, or auto even though the trip takes only an hour and the distance is only about 40 miles.

- You can find official highway distances in the Official Table of Distances, NAVSO P-2471; or you can get them from your transportation office.

- If you are near a naval air station or an Air Force base, military air transportation might be available on a space available, first-come-first-served basis. You should call the flight operations office for schedules. On Military Airlift Command (MAC) flights, you might have to travel in the uniform of the day. Also be prepared to provide a copy of your orders or leave papers.

- Many booklets are available that have information on military travel and accommodation. One good booklet is the *Military Travel Guide* sold in most military exchanges. (This guide is not a DOD publication.)

- While performing reimbursable travel, you should keep a travel voucher (DD-Form 1351-2) in a running format to ease reconstruction at the time of filing your travel claim. After you complete your travel, you have 15 days to file the DD 1351-2 with your local disbursing officer.

### **TEMPORARY LODGING ALLOWANCE**

Should you receive orders to an overseas installation, you might be eligible for a temporary lodging allowance (TLA). A temporary lodging allowance partially reimburses a member at an overseas duty station for above-average expenses incurred during occupancy of temporary lodgings. It also partially reimburses a member for meals obtained as a direct result of the use of such lodgings lacking the facilities for preparing meals. Ask your disbursing officer for full details.

## OVERSEAS TRANSFER INFORMATION

The Overseas Transfer Information Service (OTIS) is a telephone hotline that provides Navy members and their families with a central source of information on nearly all overseas duty stations. OTIS gives advice and information on such topics as climate, location, passports, housing, educational services, shipment of automobiles, quarantine requirements for pets, dental facilities, and spouse employment. The hotline number is defense switched network (DSN) 227-6621/6634, commercial (703) 697-6621/6634/6704, or toll free 1-800-327-8197. OTIS will accept collect calls within CONUS. During nonworking hours, leave a message on the answering machine; you will receive a return call the next working day. You can also write to OTIS at the following address:

Bureau of Naval Personnel  
Department of the Navy (Pers-662D)  
Washington, DC 20370-5000

## TRAVEL ADVANCES

You are eligible to receive a travel advance up to 10 days before detaching from your permanent duty station. Travel advances are computed based on the authorized/anticipated mode of transportation and the official distance between duty stations. If you receive a travel advance and do not follow through with your planned mode of travel, you might have to repay amounts that were overadvanced because of your change in travel modes.

Below is a summary of the documents you need to apply for advance travel and dislocation allowance:

<u>TYPE OF ADVANCE</u>	<u>DOCUMENT REQUIRED</u>
1. Your travel	a. Your original PCS orders
2. Your dependents' travel	a. Your original PCS orders b. NAVPERS 1070/602 (Record of Emergency Data)
3. Dislocation allowance (DLA)	a. Your original PCS orders b. DD-1299 (Application for Shipment and/or Storage of Personal Property)

Many newly commissioned officers report to their first permanent duty station early. As a result they have to pay back advance travel money because they did not use all of the authorized travel time. For instance, suppose you were allowed 13 days' leave and 5 days' travel. You drew advance travel money before detachment. After detachment you reported to your new duty station 2 days later. You would have to pay back 3 days' travel money.

